

**IN ORDER TO MOVE A MOBILE HOME ONTO PROPERTY**  
**THE FOLLOWING MUST BE OBTAINED:**

1. **SEPTIC TANK PERMIT** or if septic tank is already installed obtain an existing tank letter from the Environmental Health Department. **A letter of land use verification from the Zoning Department may be required before you go to the Health Department,** please call Zoning to see if you need to come to the Administration Building, 477 Houston Street, 3rd floor, Green Cove Springs, first.

<b>Health Department</b>	Phone Number	(904) 284-6340	Green Cove Springs
301 South West Street	Phone Number	(904) 269-6341	Orange Park
Green Cove Springs, Florida 32043			

2. **DRIVEWAY PERMIT/APPLICATION** from the Engineering Department.

<b>Engineering Department</b>	Phone Number	(904) 284-6301	Green Cove Springs
Administration Building	Phone Number	(904) 269-6301	Orange Park
477 Houston Street 3rd floor			
Green Cove Springs, Florida 32043			

3. **Signed deed** that shows ownership of the property, **or** a **signed contract for deed**. If the property doesn't belong to applicant, a **copy of the owners deed and** a **notarized letter of permission** allowing applicant to move mobile home on their property. A signed permit application by installer.

4. **PLOT PLAN:** (This may be roughly drawn by you.) Show the location of mobile home on the property.

5. **Two** (2) sets foundation and tie down plans **including** Manufactured Home Installation worksheet. **Obtain from mobile home installer.**

6. Bring the above to Clay County Building Department and Clay County Zoning Department.

Administration Building	Phone Number	(904) 284-6307	Green Cove Springs
477 Houston Street 3rd Floor	Phone Number	(904) 269-6307	Orange Park
Green Cove Springs, Florida 32043	Phone Number	(352) 473-3711	Keystone Heights
	Phone Number	(352) 533-2111	Kingsley Lake

**The Keystone Heights and Kingsley Lake numbers are only available after the switchboard opens at 8:30 a.m.**

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|-------------------|--------------------------|--------------------|
| 7. Cost Estimate: | Single Wide Mobile Home  | \$250.00           |
|                   | Double Wide Mobile Home  | \$275.00           |
|                   | Triple Wide Mobile Home  | \$300.00           |
|                   | Electrical Permits       |                    |
|                   |                          | (100 amp) \$ 50.00 |
|                   |                          | (150 amp) \$ 60.00 |
|                   |                          | (200 amp) \$ 70.00 |
|                   | Existing Pole with Meter | \$ 35.00           |

8. Well permits obtained at Environmental Health (up to 4") obtained by well driller. Address same as in step number 1.

9. All move on permits with septic systems will require a **floor plan** of the mobile home to be placed on the property at the time of permitting. Client can draw this document.

10. Skirting of the mobile home is required by ordinance.